

MAJOR DUTIES

Is in direct charge of the galley and mess hall and is responsible for the preparation and serving of meals for a large crew in accordance with standard operating procedures. Personally participates in and supervises a crew of cooks and mess attendants in cooking, preparing, and serving meals including meats, fish, soups, poultry, vegetables, fruits, salads, breads, cokes, and desserts; and storage of commodities. In addition, supervises subordinates in cleaning the galley, dining areas, and crew quarters. Within this framework accomplishes the following:

1. Planning. Plans three meals daily. Makes inventories of subsistence supplies available, determines subsistence needs periodically and informs the Master who arranges for requisitioning. Plans distribution of work using step-by-step procedures or accepted work practices. Keeps supervisor informed regarding progress or status of assignments. Clears with supervisor if significant deviation in work procedures is necessary. As required estimates time, equipment, material, and personnel needs. Notifies supervisor of needs and equipment failures. Recommends to supervisor work schedules of employees and changes in work methods or procedures with a view to reducing cost and simplifying operation within assigned organization.
2. Work Direction. Assigns tasks or features of work to subordinates giving instruction, technical guidance, and demonstration during progress of work. Helps on difficult quantity measurements, changing of recipes, and sets up work. Follows up on delays in equipment repairs and decides whether malfunctioning equipment can be repaired. Reports major breakdowns and nonroutine delays to supervisor for action to prevent spoilage of food or delay in the preparation of meals. Makes progressive and final inspection of completed work for compliance with instructions, established work practices, and quality. Observes work in progress for purpose of locating potential and actual problems; makes adjustment in plans, methods, and procedures of day-to-day operations to resolve nonrecurring problems or to anticipate and avoid potential problems. Inspects completed work and work in progress to assure quality control. As requested, furnishes opinion as to reasons for slow downs and possible changes in procedures and methods to increase efficiency and reduce costs. Remains alert to possibilities for improving operations and reducing costs and brings to attention of supervisor. Inspects the galley, mess halls, refrigerators, and storage areas to insure they are maintained in a sanitary and orderly condition and that all dishes and utensils are washed and the galley and mess equipment is maintained in good operating condition. Supervises the storage of foodstuffs to prevent spoilage or waste.
3. Administration. Issues safety equipment and insures its proper use, insures that injury cases report to dispensary, and enforces safety rules. Estimates and requisitions supplies. As applicable maintains records of work orders, materials, and costs involved, etc. Furnishes recommendations to supervisor as requested regarding work records, qualifications, etc., of subordinates being considered for selection for vacant positions, promotions or reassignments. Interprets rules and regulations for subordinates and enforces adherence. Considers and adjusts informal complaints from subordinates and refers more serious problems to superior with recommendations for resolution. Informs superior of his position regarding formal appeals. Identifies and recommends

provision of employees' services needs. Recommends leave schedules; identifies leave abuses; recommends personnel actions. Makes informal appraisal of performance of subordinates. Recommends disciplinary actions and commendations. Suggests ways for improvement of subordinate's performance. Places performance improvement plans into effect after approval of supervisor. Trains new subordinates; gives on-the-job instruction; and identifies individual training needs. Carries out supervisory responsibilities in accordance with the provision of the District EEO and Affirmative Action Program.

4. Supervisory. As a supervisor of others, is responsible for the instruction and training of subordinates in the safe and efficient performance of their duties and for studying the operation under his supervision with a view to correcting or reporting for correction any unsafe work practice.

Performs other duties as assigned.

SKILLS AND KNOWLEDGES

Incumbent is required to possess a U. S. Coast Guard Document with endorsement for Food Handler. Must possess the ability to manage a crew of employees within the parameters of the regulations. Must possess the ability to plan menus that are dietetically proper and select menus which encompass some special requirements, (i.e., diabetic; low salt, etc.). Must have the skills and experience to plan for and prepare a wide variety of foods for 30 to 60 persons. Applies the skill and knowledge to operate and maintain all galley equipment.

RESPONSIBILITY

Works under very general administrative supervision. The planning and preparation of meals is left almost entirely to the discretion of the incumbent, subject only to special requests from the Master, and the only limitations are that the food be appetizing and nourishing and that subsistence allowances are not exceeded. Supervisor relies on incumbent for accomplishment of activities, operations, or projects assigned his group including the meeting of quality standards, production quotas, and time deadlines. Guides include written and oral instructions, specific time requirements, and established methods and procedures. Work is subject to spot check during performance and upon completion for conformance to instructions, prescribed procedures and the meeting of quality and quantity standards as prescribed.

WORKING CONDITIONS

Work is performed primarily in the galley where there is constant exposure to above average temperatures. Subject to cuts when working with power equipment or to burns when working near the range. Subject to falls when food is spilled on deck, or when the dredge is in rough water.

PHYSICAL EFFORT

Incumbent is required to exert moderate to heavy physical effort storing and handling galley supplies and materials.